

PRINTING WARRANTS (AP-REG-3)

FEBRUARY 1999

VERSION (1.0)

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PRINTING WARRANTS

OVERVIEW

After invoices are entered and output-posted to the General Ledger and before checks can be printed, a warrant report must be produced for review by the Board. MUNIS contains a Vendor Warrant List report that satisfies this purpose. Several customized IQ Reports were created for this purpose as well. (See the *MUNIS Accounts Payable User Guide Table of Contents, IQ Reports* section for a list of reports.)

VENDOR WARRANT LIST

The MUNIS Vendor Warrant List prints a report of the open payables (those invoices that have been Output-Posted through Invoice Entry/Proof). The report includes:

- invoice information by vendor (including GL distribution)
- the total amount to be paid to each vendor
- the total amount posted to the cash account
- an Orders of the Treasurer Report that includes Warrant Certification Text for persons authorized to approve payment of outstanding payables.

The Vendor Warrant List may be produced in preliminary form for initial review, but it must be produced in final form to assign the warrant number to the invoices included. Invoices that appear on a given Final Vendor Warrant List will be paid when the Automated Checks program is run for the corresponding Warrant Number.

To Print A Final Vendor Warrant List, Select:

A) FINANCIALS

D) Accounts Payable Menu

C) Cash Disbursements Menu

A)

Warrant Select/Print

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
----- VENDOR WARRANT LIST -----				
Action: Define Select Output Exit				
Define warrant list.				
Warrant []				
Warrant date [11/23/1998]				
Include invoices with no warrant? (Y/N) [Y]				
Due date [11/23/1998]				
Discount date [11/23/1998]				
Preliminary? [N]				
Cash account [10] [6101]				
Select version: [1]				
1 - Full warrant (132 columns)				
2 - Condensed warrant (80 columns)				
Print Cash Account Balance? (Y/N) [Y]				
Print Certification Page? (Y/N) [Y]				

1. Select **Define** from the Ring Menu.
2. Enter the **Warrant** name that was entered on the Invoice Entry Batch screen when the invoices were entered into the system. All invoices entered in that batch will be selected for this report.

If invoices are accepted for this report that have no warrant name (see next step), they will be assigned this warrant name.

3. To include invoices with no warrant, type **Y** in the **Include invoices with no warrant** field. Any open invoices will be included on the warrant. The **Due date** and **Discount date** fields become available for entry.

To include only those invoices already assigned to the warrant specified, type **N** in the **Include invoices with no warrant** field.

4. In the **Preliminary** field, enter **N**, to produce a final rather than preliminary warrant.

NOTE: *A Preliminary Warrant can be printed as a preview of the Final Warrant. It looks like the Final Warrant, but does not assign Warrant numbers to invoices or prepare the open invoices for printing.*

5. In the **Select version** field, enter **1** to print a full warrant report, at 132 columns, or enter **2** to print the condensed warrant report, at 80 columns. The condensed warrant report contains the information required by most Board members. Both versions print the Warrant Certification Text and assign Warrant numbers to invoices. The versions differ only in the amount of information provided about each invoice on the report.
6. Finish entering the desired report information in the remaining fields.

7. Choose **Select** from the Ring Menu to review the invoices to be included on the warrant.
8. *If an invoice should not be included on the warrant, select the **invoice's line number** from the Ring Menu. Notice that the warrant number is deleted from that invoice.*

NOTE: *If an invoice is excluded from the warrant, a check will not be printed for it, and it will remain open. Be sure to process it in the future, either by including it on a warrant to have a check printed or by deleting the invoice.*

9. When the review is complete, select **Exit** from the Ring Menu to return to the main Warrant screen.
10. Select **Output** from the Ring Menu, and **Print** or **Spool** the report.

Samples of the Final Vendor Warrant List, both full and condensed formats, follow.

APPENDIX A: FINAL VENDOR WARRANT LIST SAMPLE- *FULL WARRANT REPORT*

ACCOUNTS PAYABLE WARRANT REPORT

ACCOUNTS PAYABLE WARRANT REPORT

The following claims and bills duly itemized, were submitted to the Board; and being approved, the several sums set opposite the names of the individuals, firms or corporations, were ordered to be paid by the Treasurer to them, respectively, and for the purposes set forth.

DATE: 11/23/1998 WARRANT: 112398

XYZ Bd. of Education

Chairman - John Doe

Secretary -

John Smith _____

Treasurer -

Betty Brown _____

PREPAID INVOICE LIST

11/11/1998
16:12:48

YOUR DISTRICT
ACCOUNTS PAYABLE WARRANT REPORT

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PREPAID INVOICE LIST

WARRANT: 112398 11/23/1998

VENDOR	VENDOR NAME	R	INVOICE	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT

CASH ACCOUNT: 10		6101	CASH IN BANK							
1	0.00		17999		DD	11/23/1998	433.00	25		98765 STANDAR
							433.00	CASH ACCOUNT 10	6101	TOTAL

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DUE DATE:

VOUCHER

-70.00

16

70.50

23.14

-35.10

95.55

68.25

29.25

CHECK TOTAL	200.85
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=====			
16 INVOICES	WARRANT TOTAL	1,010.53	1,010.53
	CASH ACCOUNT BALANCE		1,413,521.37
=====			

WARRANT SUMMARY

11/23/1998
16:12:55

YOUR DISTRICT
ACCOUNTS PAYABLE WARRANT REPORT
WARRANT SUMMARY

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WARRANT: 112398 11/23/1998

DUE DATE: 11/23/1998

FUND	ORG	ACCOUNT	AMOUNT	AVBL	BUDGET
1	0001011	DISTRICT-WIDE GIFTED&T	1-000-1900-270-00-0610	GENERAL SUPPLIES	44.00 930.00
1	0101148	SCHOOL COUNCIL GF	1-010-2420-000-00-0610	GENERAL SUPPLIES	39.03 3460.00
1	0501025	MS ATHLETIC INSTR GF	1-050-1900-420-20-0580	TRAVEL	122.00 878.00
1	0501148	MIDDLE SCHOOL COUNCIL	1-050-2420-000-20-0610-0526	GENERAL SUPPLIES	175.53 366.00
1	0701017	HS VOC INSTR GF	1-070-1100-300-30-0610	GENERAL SUPPLIES	55.00 145.00
1	0701148	HIGH SCHOOL COUNCIL	1-070-2420-000-30-0796	ORAL COMMUNICATION/DRA	45.25 360.00

				FUND TOTAL	480.81
2	0002011	DIST WIDE GIFTED&TALEN	2-000-1100-270-00-0580-1306	TRAVEL	33.33 2289.12
2	0002118	DIST-WIDE REG INST	2-000-1100-852-00-0610-3116	GENERAL SUPPLIES	23.14 500.00

				FUND TOTAL	56.47
51	0005101	FOOD SERVICE FSF	51-000-3100-910-00-0583	HAULING OF COMMODITIES	200.85 3000.00
51	0005101	FOOD SERVICE FSF	51-000-3100-910-00-0610	GENERAL SUPPLIES	272.40 2408.84

				FUND TOTAL	473.25
					=====
				WARRANT SUMMARY TOTAL	1,010.53
					=====

WARRANT LIST BY VOUCHER

11/23/1998
16:12:52

YOUR DISTRICT
ACCOUNTS PAYABLE WARRANT REPORT
WARRNT LIST BY VOUCHER

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WARRANT: 112398 11/23/1998
DATE: 11/23/1998

DUE

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
15	929	ABC SUPPLY	17992		CRM	11/23/1998	-70.00	
16	929	ABC SUPPLY	17993		INV	11/23/1998	70.50	

27	2794	YOUR FOOD SERVICE	17348		CRM	11/23/1998	-35.10	
28	2794	YOUR FOOD SERVICE	490809		CRM	11/23/1998	95.55	
29	2794	YOUR FOOD SERVICE	493405		CRM	11/23/1998	68.25	
30	2794	YOUR FOOD SERVICE	495622		CRM	11/23/1998	29.25	
WARRANT TOTAL							1,010.53	

APPENDIX B: FINAL VENDOR WARRANT LIST SAMPLE - CONDENSED WARRANT REPORT

ACCOUNTS PAYABLE WARRANT REPORT

ACCOUNTS PAYABLE WARRANT REPORT

The following claims and bills duly itemized, were submitted to the Board; and being approved, the several sums set opposite to names of the individuals, firms or corporations, were ordered to be paid by the Treasurer to them, respectively, and for the purposes set forth.

DATE: 11/23/1998 WARRANT: 112398

XYZ County Bd. of Education

Chairman - John Doe _____

Secretary - John Smith _____

Treasurer - Betty Brown _____

WARRANT SUMMARY

11/23/1998
15:46:21

YOUR DISTRICT
ACCOUNTS PAYABLE WARRANT REPORT

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WARRANT SUMMARY

WARRANT: 112398 11/23/1998

ACCOUNT	ORG DESC	ACCT DESC	
1-000-1900-270-00-0610	DW G&T GF	GENERAL SU	44.00
1-010-2420-000-00-0610	COUNCIL	GENERAL SU	39.03
1-050-1900-420-20-0580	MS ATH	TRAVEL	122.00
1-050-2420-000-20-0610-0526	MID COUNCI	GENERAL SU	175.53
1-070-1100-300-30-0610	HS VOC	GENERAL SU	55.00
1-070-2420-000-30-0796	HICOUNCIL	ORAL COMMU	45.25
		FUND TOTAL	480.81
2-000-1100-270-00-0580-1306	DS G&T	TRAVEL	33.33
2-000-1100-852-00-0610-3116	DW INST SR	GENERAL SU	23.14
		FUND TOTAL	56.47
51-000-3100-910-00-0583	FSF EXP	HAULING OF	200.85
51-000-3100-910-00-0610	FSF EXP	GENERAL SU	272.40
		FUND TOTAL	473.25
WARRANT SUMMARY TOTAL			1,010.53